



Manager's Report

for Council Meeting of April 26, 2005

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Abaunza Trucking
Computer World
Daddy's Daycare
Design Accents
E P Painting Company
Earl's Painting & Handyman Services
Esprit Healthcare, LLC (new owner)
Eva's Daycare
Jacobo, LLC
Karl Storz Endoscopy – America Inc
Lentz Fine Art Portraits
Liberty Courier
Mind Zoo, LLC
Moisture & Heat Wellness, LLC
Off the Wall Tattooz
Sullivan Holmes
Sylvek's Home Improvement
Torsten Seling, LLC

HUMAN RESOURCES

New hires and terminations for the period of March 18 to April 1, 2005

New Hires

Antonio Gattis
Albert Owens
Edward Utterback
Michael Vickers

Position

Asst. Rec. Projects Supv.
Utility Plant Operator
Utility Plant Operator
Utility Plant Operator – Trainee

Department

Parks & Rec.
Utilities
Utilities
Utilities

Promotions

None

Separations

Tom Parker
Ann Ford

Outdoor Facilities Coordinator
Administrative Associate II

Parks & Rec.
Planning & Zoning

Manager's Report
PLANNING, ZONING & DEVELOPMENT

-2-

April 26, 2005

PLANNING DIVISION

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: APRIL 5, 2005 – APRIL 18, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
15 Wirt Street	Boundary Line Adjustment	1 st	Proposal to adjust the rear property boundary between two single-family residential lots.
Village at Leesburg TLTA-2004-0002 (south side of Route 7 & River Creek Parkway intersection)	Plan Amendment	3 rd	Proposal to amend the Town Plan to eliminate Town Plan obstacles thereby allowing for a rezoning to allow for a mixed-use development including commercial, office, single-family attached and multifamily residential and parking garages.
Village at Leesburg TLTA-2004-0002 (south side of Route 7 & River Creek Parkway intersection)	Rezoning	3 rd	Proposal to rezone 150 acres from I-1 to PRC and B-4 thereby allowing for mixed-use development including commercial, office, single-family attached and multifamily residential and parking garages.
Best Buy at Potomac Station (northeast corner of the intersection of Battlefield Parkway and East Market Street/Route 7)	Preliminary/Final Development Plan	2 nd	Proposal to enlarge a previously approved building footprint to be used as a Best Buy store in conjunction with a previously approved site plan.
Loudoun County High School Bus Loop Expansion and School Building Addition TLPF-2005-0003 (415 Dry Mill Road, SW)	Preliminary/Final Development Plan	1 st	Proposal to expand the existing bus loop and construct a building addition onto the existing school.
Hertz Rent-A-Car TLSE-2004-0011 (4 Cardinal Park Drive)	Special Exception Referral	2 nd	Proposal to rent vehicles from existing auto body repair (Craftsman Auto Body)
Leesburg Volunteer Fire Department (Station 1) (215 West Loudoun Street, SW)	Sketch Plan	1 st	Proposal to raze the existing building and construct a larger fire department with additional square footage for office use.
B&M Motorcars TLSE-2005-0018 (900 block of Edwards Ferry Road)	Special Exception Referral	1 st	Proposal to construct a 2,827 square foot auto sales and service.
303 & 305 South King Street TLBV-2005-0001	Boundary Line Vacation	2 nd	Proposal to vacate a property boundary between 303 & 305 South King Street.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: APRIL 5, 2005 – APRIL 18, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Leesburg Commerce Center	Request for Combined Preliminary/Final Development Plan Authorization	2 nd	Proposal to combine two previously submitted projects (Leesburg Veterinary Specialists & Bradshaw Plaza) which includes the construction of 102,010 square feet of office and retail uses in three buildings.
Leesburg Central TLPF-2004-0015 (100 block of Harrison Street)	Preliminary/Final Development Plan	2 nd	Construction of 22,297 square feet of office use and related infrastructure.
Edwards Landing, Phase 2E	Revision to approved Construction Drawings	1 st	Proposal to add a retaining wall.
Georgetown Mews (100 block of Harrison Street)	Revision to Approved Construction Drawings	1 st	Proposal to revise buffer yard landscaping.

Leesburg Plaza Shopping Center TLRD-2005-0003 (500 block of East Market Street)	Revision to Approved Construction Drawings	1 st	Revision to proposed construction of 53,000 square feet of retail and three pad sites.
Town of Leesburg Utility Maintenance Buildings TLCI-2003-0001 (1300 block of East Market Street)	Capital Improvement Plan	4 th	Proposal to construct two utility maintenance buildings adjacent to the water treatment plant.
Virginia Village, Parcel A, Lots 11-13 TLRD-2005-0002 (11 & 13 Catocin Circle, SE)	Revision to Approved Construction Drawings		
Arby's at Potomac Station	Preliminary/Final Development Plan	1 st	Proposal to construct a 3,246 square foot drive-thru restaurant.
15 Wirt Street	Boundary Line Adjustment	1 st	Proposal to adjust the rear property boundary between two single-family residential lots.
Edwards Landing, Phase 2E	Revision to Approved Construction Drawings	1 st	Proposal to add a retaining wall.
Rosebrook (Johnston Property Subdivision) TLBA-2005-0004	Boundary Line Adjustment	1 st	Proposal to adjust the rear property boundary between two single-family residential lots.
303 & 305 South King Street TLBV-2005-0001	Boundary Line Vacation	2 nd	Proposal to vacate a property boundary between 303 & 305 South King Street.
Georgetown Mews (100 block of Old English Court)	Revision to Approved Construction Drawings	1 st	Proposal to revise buffer yard landscaping.
Leesburg Plaza Shopping Center TLRD-2005-0012 (800 block of South King Street)	Final Development Plan	2 nd	Construction of 20,912 square feet retail center (including a drive-thru bank & daycare center)
Phil Bolen Park	Loudoun County Referral	1 st	Proposal to construct various county government facilities and multiple recreational fields.
Heritage Square Community Center TLRD-2005-0001 (25 Heritage Way, NE)	Revision to an Approved Development Plan	1 st	Proposal to construct a community center instead of a pool house.
Catocin Circle SW Trail Extension TLCI-2005-0005	Capital Improvement Plan	1 st	Extension of pedestrian trail along a portion of Catocin Circle, SW.
Battlefield Parkway Improvements including bridge (from Route 7 to the intersection with Tavistock Drive)	Capital Improvement Plan	1 st	Extension of Battlefield Parkway from Route 7 to the intersection with Tavistock Drive including the construction of a bridge over the W&OD Trail.

**PLANS APPROVED OR RECORDED DURING THE PERIOD OF:
APRIL 5, 2005 – APRIL 18, 2005**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Best Buy at Potomac Station (Northeast corner of the intersection of Battlefield Parkway and East Market Street/ Route 7	Preliminary/Final Development Plan	2 nd	<i>Approved – proposal to enlarge a previously approved building footprint to be used as a Best Buy store in conjunction with a previously approved site plan.</i>

ZONING DIVISION

Zoning Permits Issued Residential

1 SFD - Georgetown Mews - \$450,000

1 SFD - Georgetown Mews - \$500,000

1 SFD – Rosebrook - \$120,000

Zoning Permits Issued Commercial

510 B East Market Street, Leesburg Plaza - fit-up - \$120,000

Occupancy Permits Issued Residential

46 Multi-Family units - Stratford

Occupancy Permits Issued Commercial

504 E Market Street - Citibank

241 Fort Evans Road - Leesburg Corner Premium Outlet Mall

703-A East Market Street - Prosperity Center

703-B East Market Street - Prosperity Center

707-M East Market Street - Prosperity Center

SPECIAL EXCEPTIONS: 23 ACTIVE OR UNDER REVIEW FOR ACCEPTANCE

1. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant, John's Ford, Inc. t/a Jerry's Leesburg Ford, seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant submitted a traffic study on November 12, 2004 and the revised application has been accepted. First submittal comments were sent to the applicant on January 31, 2005.
2. TLSE-2004-0002 Leesburg Plaza west: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
3. TLSE-2004-0003 Leesburg Plaza east: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Office Depot store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
4. TLSE-2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,400 square foot convenience store with eight gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004. Second submission review and comments were mailed to the applicant on August 25, 2004. The third submission was received in January 2005 and review comments were issued February 12, 2005. The Planning Commission conducted a public hearing on March 3, 2005 and recommended approval March 17, 2005. The Town Council public hearing is scheduled for April 26, 2005.
5. TLSE-2004-0008 Meadowbrook Bank Drive-Thru-EAST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. A revised application is required. The Planning Commission public hearing date will be determined after receipt of the next submission. This application will track behind the rezoning application.

6. TLSE-2004-0009 Meadowbrook, Bank Drive-Thru-WEST: Located along the east side of Route 15 south, opposite Greenway Farm. The applicant, Centex Homes, requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. A revised application is required. The Planning Commission public hearing date will be determined after receipt of the next submission. This application will track behind the rezoning application.
7. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the east side of Route 15 south, opposite Greenway Farm. The applicant, Centex Homes, requests a 7,000 square foot convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004. The staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. A revised application is required. The Planning Commission public hearing date will be determined after receipt of the next submission. This application will track behind the rezoning application.
8. TLSE-2004-0011 Hertz Rent-A-Car: Located at 4 Cardinal Park Drive, S.E. in an existing auto body repair shop (Craftsman Auto Body). The applicant requests approval to rent autos to auto body shop patrons. The application was submitted April 8, 2004, resubmitted May 4, 2004, and rejected for acceptance on May 12, 2004. The application was resubmitted and accepted for review on October 5, 2004. Review comments were forwarded on November 12, 2004. The second submission was received on March 21, 2005. Planning Commission public hearing is scheduled for May 2005.
9. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests approval for 238,715 square feet of mixed retail. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, and revised plans were received on October 5, 2004. Second submission review comments were forwarded on November 12, 2004 and third submission plans were submitted on December 6, 2004. The Planning Commission public hearing was held on February 3, 2005. The Planning Commission recommended denial of this application at a special meeting on March 24, 2005. The Town Council public hearing was held on April 12, 2005 and a vote is expected on April 26, 2005.
10. TLSE-2004-0014 Fort Evans Plaza II- Bank north: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests approval for a 4,500 square foot bank with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004 and second submission review comments were forwarded on November 12, 2004. Third submission plans were submitted on December 6, 2004. The Planning Commission public hearing was held on February 3, 2005. The Planning Commission recommended denial of this application at a special meeting on March 24, 2005. The Town Council public hearing was held on April 12, 2005 and a vote is expected on April 26, 2005.
11. TLSE-2004-0015 Fort Evans Plaza II- Bank south: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests approval for a 4,500 square foot bank with a drive-thru window. The application was submitted on April 19,

2004, resubmitted on April 28, 2004, and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004 and second submission review comments were forwarded on November 12, 2004. The third submission plans were submitted on December 6, 2004. The Planning Commission recommended denial of this application at a special meeting on March 24, 2005. The Town Council public hearing was held on April 12, 2005 and a vote is expected on April 26, 2005.

12. TLSE-2004-0018 Gatehouse Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements. The plans were resubmitted and accepted on September 20, 2004, and staff comments were issued on October 1, 2004. Second submission plans were received on January 28, 2005. Second submission referral comments were forwarded to applicant March 14, 2005. The Planning Commission public hearing was held on April 21, 2005.

13. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7, east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. The Planning Commission public hearing is tentatively scheduled for May 19, 2005.

14. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing is tentatively scheduled for May 19, 2005.

15. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc., requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing is tentatively scheduled for May 19, 2005.

16. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to

the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005. The Planning Commission public hearing is tentatively scheduled for May 19, 2005.

17. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing is tentatively scheduled for May 19, 2005.

18. TLSE-2004-0024 Village at Leesburg – Bank with Drive-Thru in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 5,000 square foot bank with 5 drive-thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing is tentatively scheduled for May 19, 2005.

19. TLSE-2004-0025 Village at Leesburg – Parking Garage #5 in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 108,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing is tentatively scheduled for May 19, 2005.

20. TLSE-2004-0026 Village at Leesburg – Hotel in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 118,000 square foot hotel with 115 rooms in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing is tentatively scheduled for May 19, 2005.

22. TLSE-2004-0030 Corner Stone Chapel Daycare. Located at 742 Miller Drive. SE. Pursuant to section 3.4 of the Town of Leesburg Zoning Ordinance the applicant, trustees of the Cornerstone Chapel seeks to expand existing Special Exceptions #97-01 and #97-08, to add a 3,600 square foot classroom space to the existing structure. First submittal comments were due March 21, 2005. Comments were sent to the applicant on April 8, 2005.

23. TLSE-2005-001 Loudoun County Commuter Parking lot. The applicant, Loudoun County Office of Transportation Services, has proposed a temporary commuter parking lot on the former Barber and Ross site at the intersection of Catoctin Circle and Industrial Drive. The special exception was accepted for review on February 14, 2005. The Town Council approved a resolution for a joint public hearing with the Planning Commission on April 12, 2005. First submission comments were sent to the applicant on March 3, 2005. A joint Town Council/Planning Commission public hearing was held on April 12, 2005. Both the Planning Commission and Town Council approved TLSE-2005-0001 on April 12, 2005.

24. TLSE-2005-0003 Petsmart Veterinary Hospital. Located in the Leesburg Plaza Shopping Center at the old K-Mart site, applicant Petsmart, Inc., seeks to obtain special exception approval for a 2,000 square foot veterinary hospital within a Petsmart retail store. The application was submitted on March 31, 2005 and is currently under review for acceptance.

REZONINGS: 7 ACTIVE

1. TLZM-2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development. The applicant, D.R. Horton Company, seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues. The applicant has been notified that due to lack of activity this application will be considered withdrawn unless they respond to previous staff comments by May 1, 2005.

2. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 196 residential units. The plans were accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission review comments were forwarded on August 3, 2004. Staff is currently waiting for plans to be resubmitted. An indefinite extension of the twelve-month review deadline was granted by the applicant and accepted by the Planning Commission on October 26, 2004.

3. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes, seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004, staff comments were issued on July 28, 2004, and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing was held on March 17, 2005. A special work session was held on March 28, 2005 to continue review. Revised plans are anticipated from the applicant. No date has been determined for a vote.

4. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI services, Inc., seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,010,400 square feet of nonresidential uses on the property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004. The plans were resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September

17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005. The Planning Commission public hearing is tentatively scheduled for May 19, 2005.

5. TLZM-2004-0006 Kincaid Forest: Located at the southwest corner of Battlefield Parkway and Kincaid Forest Boulevard, the property is approximately 6.34 acres in size. The applicant, Towns at Kincaid LLC, seeks to amend the concept plans for Kincaid Forest to substitute thirty-eight townhome dwelling units for 20,040 square feet of commercial/office/retail space. The application was officially accepted for review on October 1, 2004, the first submission review comments were sent to the applicant on November 15, 2004, and second submittal review comments were sent on January 15, 2005. The Planning Commission held a public hearing on February 17, 2005, and recommended denial by a 6-0 vote on March 3, 2005. The Town Council Public hearing is scheduled for April 26, 2005.

6. TLZM-2004-0007 Corner Stone Chapel Daycare. Located at 742 Miller Drive. SE. The applicant, trustees of the Cornerstone Chapel, seek to amend Proffer #10 of #ZM-58 Richlynn Development, Inc. to reduce a 25-foot side and rear setback to 20 feet in order to permit Cornerstone Chapel to build add 3,600 square feet of classroom space to an existing building. The first submittal comments were sent to the applicant on April 8, 2005.

7. TLZM-2005-0001 Harrison Park: Located at the northeast quadrant of the intersection of Catoctin Circle and Harrison Street, the property is approximately 11.65 acres in size. The applicant, Mitchell and Best Homes, proposes a mixed-use community containing 352 Multi-Family units with 90 units in the two-over-two configuration that resembles townhouses. And the remaining units located in a vertical mix above the office and retail use, and 74,890 square feet of retail and office space. First review comments are due April 15, 2005.

TOWN PLAN AMENDMENTS: 2 ACTIVE

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission review comments were forwarded to the applicant on August 3, 2004. An indefinite extension of the twelve-month review deadline was granted by the applicant and accepted by the Planning Commission on October 26, 2004.

2. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI Services, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. On February 11, 2005 VDOT issued a letter approving the redesign at the interchange to a modified diamond. Revised plans were received on February 28, 2005. The Planning Commission public hearing is tentatively scheduled for May 19, 2005.

ZONING ORDINANCE AMENDMENTS:

None at this time.

BOARD OF ZONING APPEALS CASES

None at this time.

BOARD OF ARCHITECTURAL REVIEW CASES

The next BAR meeting is scheduled for May 16, 2005 at 7:30 p.m.

WATER & SEWER ADMINISTRATION

During this time frame:

- 30 Public Facility Permits were issued totaling \$288,481.

Capital Projects Update:

- Eleven plans were received and reviewed along with one request for water and sewer system computer modeling.
- Staff attended several meetings with developers regarding proposed development plans.
- Utilities Department Staff manned a booth at the Annual Flower and Garden Festival providing information on Wise Water Use practices. This is the department's 4th year participating in this event.
- Shop Drawings for the Woodlea Manor Booster Station are currently under review.
- Tessa Corporation has begun work on water system improvements on King Street. Contract involves many locations within the town in an effort to improve the water system by installing new larger line to improve water quality and fire fighting capability.
- The Utility Lines Division Maintenance Building project will be advertised for construction in the month of April.

UTILITY LINES DIVISION

Installations:

- Tied into 8" water main, installing two 45 degree bends and 8" valve on Tuscarora Drive.
- Installed new pigtail behind meter at 114 Salem Court, SE.

Routine Items Include:

- Turn on's and off's;
- water meter readings;
- complaint investigations;
- rodding & cleaning sanitary sewer trouble spots;
- marking water and sewer lines for contractors and citizens;
- vehicle and ditch maintenance;
- bush hogging;
- cleaning of sanitary sewer mains in the downtown area.

Summary Programs

- performed complete maintenance on 5 fire hydrants.
- 29 new connections to the town utility system
- 2 water leak repairs
- 1,126 requests to locate utilities

TOWN OF LEESBURG

Full-time vacancies as of April 15, 2005

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Eng & PW	1	Senior Engineer-Stormwater Management	7/1/04	√	√	√	√		
	1	Chief of Engineering	11/30/04	√	√	√			
	1	Maintenance Worker III**	3/14/05	√	√	√	√	√	√
	1	Maintenance Worker I	3/7/05	√	√	√			
Executive	1	Town Attorney	Pending	√	√				
Planning & Zoning	1	Sr. Planner (Historic Preserv)	1/11/05	√	√	√	√		
	1	Planner	3/18/05	√	√				
	1	Admin. Associate II	4/15/05	Internal Recruiting Pilot Program					
P&R	1	Asst. Recreation Program Supervisor (Outreach Prgm)	1/14/05	√	√	√	√	√	√
	1	Rec. Program Supervisor – Special Events	3/7/05	√	√				
Police	1	Police Records Assistant	2/24/05	√	√	√			
	2	Police Officer I	4/7/05	√	√				
Util Admin	1	Senior Engineer	7/1/02	*On hold					
Util. WPCD	2	Utility Plant Operator or Trainee	2/11/05	√	√	√	√	√	√
Util. Water Supply	1	Water Plant Operator Trainee	3/21/05	√	√				
TOTAL	16								
FILLED	3								
REMAINING	13								

* *On hold* = Department is not actively recruiting this position.

** There are also two part-time Parking Enforcement Officers that are currently being advertised through the Finance Dept and one part-time Library Associate position being advertised through the Balch Library.

John A. Wells